



## Virtual OneStop (VOS) Quick Reference – Individual User

### Logging In

If you don't have an account:

- Click the Home page graphic, the [Start here](#) or [Click here](#) links, or the [Not Registered?](#) link.
- Click [Register > Individual](#).
- Create a unique user ID and password.
- Fill in required (\*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

### Settings and Themes

The ICC settings you select control system appearance and behavior. Click the [Settings](#) link at the bottom of most screens to access the Settings menu. ICC includes multiple “themes” or appearances. You can select a theme from the Settings page to fit your Internet or intranet connection and system use.

**Web Theme** – Includes graphics for typical system users. Best for average Internet or intranet connections.

**Text Theme** – For users who prefer no graphics or have a slow Internet or intranet connection.

### Quick Menu

**Job Search** – Choose this shortcut to conduct a job search.

**Resume Builder** – Choose this shortcut to create new resumes, or to edit and manage properties for any of your existing resumes.

**My Resources** – Choose this shortcut to access the most commonly used tools for individuals.

**My Individual Profile** – Access, review and modify your personal, employment plan, search history, and self-assessment profiles.

### Services for Individuals

**Career Services** – Research occupations, choose a career, and analyze your skills.

**Job Seeker Services** – Create resumes, employer letters, and job alerts, conduct job searches, research employers, and review job market trends.

**Education Services** – Locate training providers, the programs they offer, and sources of financial aid.

**Labor Market Services** – View information about state or local labor markets.

**Community Services** – Find out about community services available to you and determine your eligibility.

**Financial Services** – Create and manage a monthly budget, a training budget, and/or a transition budget.

**Unemployment Services** – View information about unemployment compensation programs.

**Veteran Services** – Find benefits for veterans and their dependents.

**Youth Services** – Find career and job information for youth. Find information on student aid, apprentice programs, child labor laws.

**Senior Services** – Find job, community service, Medicare, AARP, nutrition, health, and well-being information for seniors.

**Staff Provided Services** – Learn about what services are available to you when you make a visit to your local One-Stop Career Center.

### Other Services

**Message Center** – View, and manage/delete your messages, and view your appointment calendar and manage appointments that have been recorded in your profile by either you or by a staff member for you.

**Assistance Center** – Find recommended services based on your needs, reference cards for system navigation, and how to contact staff.



## How Do Employers Find You in VOS?

**You must complete a resume.** This allows system-registered employers to view it, and keep it active in order for employers to find you in Virtual OneStop. Employers may choose the following resume search options to find you:

- **Quick Search** – uses any combination of your desired work location, occupation, and salary; keywords found in your resume's title or employment history section; minimal education requirements; or the resume posting date.
- **Resume Ranking Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resumes, in rank order, for the employer to review.
- **Other Search Options** – this option provides search by resume number, search by individual skill set (skills matching), search by employer job order requirements, and advanced search (resume ranking).

**Note:** *To get employers' attention, create resume titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.*

- To create a resume, click **Resume Builder** from the Quick Menu. See the *Using the Resume Builder* section in the Individual Services User Guide for details on creating and formatting a resume.
- To review resume writing tips, click **Job Seeker Services ▶ 10 Steps**.

## Important Things You Can Do in VOS

### How to Search for Jobs

- 1 Click **Job Search** from Quick Menu.
- 2 Select or confirm your desired work location.
- 3 Select search method
  - **Quick Search** – select any combination of search criteria and click **Search**
  - **Advanced Search** – click the [click here](#) link, select criteria and click **Search**
  - **Other Search Options** – Click **Continue** button, select desired option, provide search criteria and click **Search**.
- 4 Review results (if applicable).

### How to Manage the Job Search Results

- 1 Use the legend below the job search table to interpret results.
- 2 Re-sort the job search results by clicking a desired column heading.
- 3 Change the number of rows per page to increase or decrease the total number of pages displayed.

**For example:** *Click Salary column to sort jobs with the highest paying, listed salaries at the top.*

- 4 To navigate one page at a time, click the forward or backward arrows.

### How to Make VOS Search for Jobs Automatically (Save as Virtual Recruiter – Job Alert)

- 1 Conduct job search (as documented above).
- 2 On search results screen, click **Save this Job Search**.
- 3 Type a title for this job alert.
- 4 Select how often to run.
- 5 Select notification method.
- 6 Enter expiration date.
- 7 Click **Save**.

### How to Apply for a Job

- 1 From the job search results screen, click the desired job title link
- 2 Review the job order details.
- 3 Click Display more information on this job.
- 4 *For external jobs*, VOS opens a new browser window; follow Website instructions...  
*For internal jobs*, VOS either displays:
  - The preferred application methods (choose one), or
  - A list of one-stop offices. If you completed your background info, click **Please Have A Staff Person Contact Me** for assistance.



## Important Things You Can Do in VOS

### How to Create a Resume

- 1 Click **Quick Menu ▶ Resume Builder**.  
Click **Create new Resume**.  
Select employer accessibility type, resume type, enter a resume title, and enter a resume title. (This is Step 1 of the Resume Wizard).
- 2 From the Resume Layout Templates screen, click Skip this Step. I will use the current template. (This is Step 1 of the Resume Wizard).
- 3 Continue through each step of the Resume Builder, entering the Resume information (as shown at right).

- Step 3 – Education
- Step 4 – Occupational License – Certificate
- Step 5 – Employment History
- Step 6 – Honors & Activities
- Step 7 – Additional Information
- Step 8 – Skills
- Step 9 – Summary of Abilities
- Step 10 – Drivers License Information
- Step 11 – Desired Availability
- Step 12 – Occupation
- Step 13 – Desired Salary
- Step 14 – Desired Locations
- Step 15 – Objective
- Step 16 – Contact Information
- Step 17 – References
- Step 18 – Review Completed Resume (Change, Update contents or layout/ template, delete-print-download-email)

---

### How to Check Scheduled Events Sponsored by Your One-Stop Office

- 1 Click **My Resources ▶ Upcoming Events**.
- 2 Select the region, office, and event category (above the Events calendar/list).
- 3 Click the **Filter** button.
- 4 Select the Month, Year, and View.
- 5 Click a calendar date entry to view detailed information on an event.

### How to Perform Skills Matching for Career Selection

- 1 Click **Career Services ▶ Career Explorer**.
- 2 Click **Match Your Skills** to compile a list of job skills and personal skills to find occupations best suited for you.
- 3 Click **Match Your Interests and Work Values** (if applicable) to find suitable occupations.
- 4 Click **Match Your Occupation** to choose a new, related career.

---

### How to Locate Source of Financial Aid

- 1 Click **Education Services ▶ Financial Aid for Training**.
- 2 Click a desired link to access details.

### How to Update My Contact Information

- 1 Click **My Individual Profile ▶ Personal Profile**.
- 2 Change any information in your profile (except your user name) and click **Save Information**.

---

### How to Provide Job Application Information to Assist Staff

- 1 Click **My Individual Profile ▶ Employment Plan Profile ▶ Job Application** tab.
- 2 Click the **Details** link for the job(s) you applied for.
- 3 Record your interest level, current job status, and any notes if applicable.
- 4 Click **Save**.



## Using Your Profiles

**Personal Profile** – Contains your contact information and other personal information. Contains the following folders:

- **Contact Information** – Contains information required for account set-up, contact information, and account information.
- **Background** – Lists your job history, education, skills, and other information used in resumes. Click the **Background Wizard** button to help you complete your resume.
- **Activities** – Contains questions directing you to activities that will assist you in your job search.
- **Memo** – Stores notes or tasks you want to accomplish.

---

**Employment Plan Profile** – Contains your resume, employer letters, job application details, your online application, and job alerts. Contains the following folders:

- **Resumes** – Contains the resumes you have created and allows you to create new resumes.
- **Letters** – Contains any employer letters you have created. Allows you to create new cover, follow-up, and acceptance letters.
- **Job Applications** – Contains a list of jobs you've applied for, and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.
- **Online Application** – Contains an employment application based on your background information.
- **Virtual Recruiter** – Contains the job search agents you have created so the system may automatically conduct job searches on your behalf.

---

**Search History Profile** – Lists information you have found about occupations, training programs, and employers, along with job listings you have researched. Contains the following folders:

- **Occupations** – Maintains the occupational details you previously viewed, and permits new research.
- **Programs** – Lists training programs you have researched. Allows you to research new programs.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **Jobs** – Maintains the job openings you previously viewed and permits new job searches.
- **Memo** – Stores notes or tasks you want to accomplish.

---

**Self Assessment Profile** – Contains your job skills, personal skills, work interests, work values, and WorkKeys® assessment (if applicable). Contains the following folders:

- **Job Skills** – Lists the job skills you previously recorded.
- **Personal Skills** – Lists the personal skills you previously recorded.
- **WorkKeys** (optional) – Lists the WorkKeys Assessment results previously recorded.
- **Interests** – Lists the work interests you previously recorded.
- **Work Importance** – Lists the work importance you previously recorded.